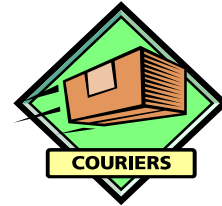


Handcarrying Classified Information/Traveling with Classified Information

Regardless of your mode of transportation, you must have a **courier letter** or card issued to you by the USDA Security Office. PDSD issues Courier Letters to USDA employees and contractors. Call 202-720-7373 for assistance.



Your responsibilities include:

Arranging for storage of the classified material at the destination site.

When traveling with classified always map out the route and try to pick the best door-to-door delivery. If for some reason door-to-door delivery is not possible (i.e., car accident, plane delayed, inclement weather) alternate arrangements need to be made for storage.

Employees can contact the Department's 24-hour operations center (1-877-677-2369 or 202-720-5711) for assistance in locating the nearest FBI field office or military installation. A current courier letter and valid USDA ID are required when making alternate storage arrangements.

Properly wrapping and labeling your package.



Inside USDA - office to office or within the complex - (underground/arches) - envelope or folder

Outside any USDA complex (i.e., crossing the street) ALWAYS double-wrap and/or use a courier bag.

Notifying the airlines in advance so they are expecting you with the package.

This precludes you from having to open the package.



Keeping the package in your possession or in an authorized storage location.

You must keep the package with you at all times. You must go directly to your destination. Do not stop to visit, shop, etc. If you must take stop for a break, take the package with you. Under no circumstances are you to leave the package in a hotel, automobile, plane, or taxi unattended.

When traveling, classified materials must be kept in their transport status at all times. This means they cannot be taken out of their double-wrapping and read. Sleeping with the contents under your mattress or pillow does not count as having the materials under constant surveillance!

